

Virginia Wireless E-911 Services Board

Project Management Monthly Activity Report

Vendor: L Robert Kimball & Associates, Inc
 Region/Locality: Blue Ridge Region
 Period: August, 2004

Activity Report			
Task	Locality	Hours this Period	Comments
Active Tasks			
Planning	<i>All</i>	18.00	
<i>Prepare for and attend Regional Meeting.</i>		10.00	
<i>Update of Matrix.</i>		2.00	
<i>Contact of WSP for updates for Regional Meeting.</i>		6.00	
WSP/LEC Assistance		14.00	
<i>Locate and forward Triton Exigent Information phone number for PSAP</i>	<i>Franklin</i>	1.00	
<i>Create and send to PSAP P2 LOR</i>	<i>Vinton</i>	2.00	
<i>Phone call with Triton about scheduling P2 drive testing. Discussion of GSM network upgrade</i>	<i>Franklin</i>	1.00	
<i>Coordinate Triton P2 testing with PSAP</i>	<i>Franklin</i>	1.75	
<i>Phone calls and emails to TCS regarding status and scheduling of P1 deployment</i>	<i>Craig</i>	6.25	
<i>coordination of efforts between TCS, TDS, and USCC</i>			
<i>Phone calls coordinating efforts between TCS, Citizens, and VZW</i>	<i>Floyd</i>	2.00	
Cutover Assistance			
CPE Assistance			
Mapping			
Cost Recovery, True Up Assistance			
Installation Oversight		31.25	
<i>General Administrative duties</i>	<i>All</i>	1.75	
<i>Meeting with PSAP to review current status of project and review plan to complete project</i>	<i>Floyd</i>	4.50	
<i>Meeting with PSAP to review current status of project, review plan to complete project, and discuss scheduling of training sessions.</i>	<i>Franklin</i>	6.00	
<i>Meeting with PSAP to review current status of project, review plan to complete project, and discuss scheduling of training sessions.</i>	<i>Patrick</i>	4.00	

<i>Planning, preparation, and onsite oversight and continuity testing for USCC and Citizens Telephone</i>	<i>Floyd</i>	13.00	
Project Reporting & Status Review			
<i>Preparation of Monthly Status Report</i>	<i>All</i>	2.00	
<i>Total Hours This Reporting Period</i>		63.25	
Completed Tasks			
Continuity testing for USCC for Floyd County			
Scheduling of last drive test of Franklin County, to occur in September			
Issuance of P2 LOR for Vinton			
Issues of Importance			
Issue	Actions Proposed to Resolve Issue	Comments	
<i>Network interconnectivity between TDS and TCS</i>	Coordinate efforts between entities	<i>Craig</i>	
<i>Begin installation of mapping display system</i>	Provide oversight of mapping vendor	<i>Patrick</i>	